



Haryana Government Gazette

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No. 33-2022] CHANDIGARH, TUESDAY, AUGUST 16, 2022 (SRAVANA 25, 1944 SAKA)

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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

ELECTION DEPARTMENT

Notification

The 29th April, 2022

ONLINE TRANSFER POLICY

No. Elec-2022/E-337146/3AA-1827.— Transfer of Group-B & C employees working in the Headquarter/Field offices of Election Department will be regulated under the provisions of the following policy:

1. **Vision:** To ensure equitable distribution of Government employees at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the Department.
2. **Application:** This policy shall be applicable to all those Group-B & C employees who are working on regular basis at HQ (Headquarter)/Field offices of Election Department, Haryana and who are included in this policy by the Department. The Election Department at any time can include or exclude any category of posts/ employees to which/whom this policy is applicable.
3. **Definitions:** In this policy, unless there is anything repugnant to the subject or context:
 - (a) **'Blocked Posts'** means the vacancies of a cadre which remain unfilled at any given point of time due to shortage of employees in the department.
 - (b) **'Employees of Special Category'** means the blind employees or the differently abled employees or their child(ren) and spouse, women employees, widows, widowers, couple case, employees suffering from diseases of debilitating disorder, etc.
 - (c) **Prescribed Tenure** means the tenure of appointment for a period of four years. While calculating the tenure of an employee for the purpose of this policy, the date from which he/she is working in a place on 31st March of the calendar year of transfer shall be counted irrespective of the fact he has been appointed by temporary transfer or otherwise.
 - (d) **'Qualifying date'** for the purpose of calculation of vacant post(s), weightage/merit points calculation (unless explicitly mentioned in this policy) shall be the 31st March of the calendar year of transfer.
 - (e) **'Service'** means duty period and all kinds of leave including extraordinary leave availed by a Govt. employee during the prescribed tenure.
 - (f) **'Transfer'** means posting/appointment from one place to another on or before completion of prescribed tenure at a place of posting.

(g) 'Vacant post for transfer' means

- (i) a post not occupied by any employee
- (ii) a post presently occupied by an employee for a period of four years or more on the 31st March of the calendar year of transfer.
- (iii) a post on which an employee has been appointed temporarily due to non-availability of online transfer drive
- (iv) a post occupied by an employee who has been adjudged eligible and allowed by the competent authority to participate in general transfer drive even if he/she has not completed the prescribed tenure at a place of posting.

Note: 1 Where there are blocked posts in cadre the same shall be excluded from the number of vacant posts for transfer.

Note: 2 The post against which an employee has been posted/transferred on administrative grounds shall not be included in the vacant posts for transfer.

Note: 3 The department shall prepare the list of vacant posts for transfer and notify them for the benefit of employees before inviting the online options for transfer. Depending upon input from employees, such list may be amended if required and deemed fit in the administrative/public interest.

4. General Principles:**(i) Time schedule for online transfer:**

- a. General transfers will be made only once in a year, as per time schedule as notified by the Government for a given year. However, transfers/postings necessitated by promotions/direct recruitments, posts needed to be filled up in public interest, can be made anytime by the competent authority.
- b. The online process will normally be completed upto 31st March of the calendar year of transfer and implemented after 31st March or as per exigency/convenience of the department.

(ii) Liable to be posted anywhere:

Employees are liable to be transferred under this policy in any districts or anywhere in the State (including HQ), in public interest, on completion of prescribed tenure.

(iii) Computerization of relevant service record of employees:

The department shall ensure that all employees enter their service record in HRMS portal for the transfer of the employees. Every employee shall be responsible for the accuracy and regular updation of data in the HRMS in respect of his credentials, otherwise the department shall be at liberty to post him anywhere in the State (including HQ).

(iv) Rationalization and Blocking of posts:

To avoid disproportionate concentration of employees at a particular station, the department shall rationalize the sanctioned posts and also block actual vacant post to be kept vacant in the transfer drive. In the long run, however, the department may increase/decrease the total number of sanctioned posts with the approval of competent authority.

(v) Procedure to be adopted:

- a. Head of Department shall seek preferences for Districts/place of posting from the eligible employees for transfer. The transfer exercise shall be carried out only through approved web based application.
- b. For a post in field offices/districts, if an employee will be completing prescribed tenure i.e. four years of stay on 31st March of calendar year of transfer then such post shall not be made available to him/her as an option/preference in the online transfer drive or offline manual/temporary allocation. Even if such an employee does not participate in the online transfer drive, he/she will be randomly allocated a vacant post, by the web based application, out of the remaining vacant posts after all other eligible employees of his/her cadre who have participated in online transfer drive have been allocated posts.

- c. The option/preference once availed and confirmed will be final and cannot be changed.
- d. The Department would be at liberty to post an employee 'anywhere in the state' if he/she fails to get one of his/her preferred options. Therefore, all eligible employees should fill up maximum possible options/preferences available/suitable to them so that their chances of getting posted in an un-opted station may be reduced.
- e. In case of employees who exhaust their preferred choices, before posting them under 'Anywhere in the State' option, the department shall again seek their options against the remaining available posts at the point of time. Changes in the transfer software may be made accordingly so that they are not randomly posted too far away from their places of posting.
- f. Merit criteria for allotment of place of posting will be as per Para 5 of this policy.
- g. An employee who is due for superannuation within one year or less service as on 31st March of calendar year of transfer shall not be eligible to participate in the transfer drive unless he/she so desires for which his/her willingness/consent will be sought before the start of transfer drive. If such an employee gives his/her willingness/consent to participate in the transfer drive then his/her present post will be treated as vacant post during the transfer drive.
- h. All transfers shall be implemented within 15 days of their issuance if not ordered otherwise. The Treasury Officers and DDOs concerned shall not draw the salary of the employees who have not complied with the orders.
- i. Employees posted at HQ may be exempted from participation in the compulsory transfer drive on completion of four years of service at HQ. However, if such an employee opts for participating in online transfer drive on completion of 4 years at a post at HQ on the 31st March of calendar year of transfer then the post occupied by him/her will be treated as vacant post for transfer drive and it will be made available to other eligible employees as option/preference during Online Transfer Drive. Willingness/consent for participation in online transfer drive of such an employee will be sought before the start of transfer drive. Consent once given will be final and will not be changed.
- j. Online general transfer due to completion of prescribed tenure of four years shall be treated a 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Services Rules, 2016.
- k. After the transfer drive, the 'newly married' or 'recently divorced' female employees shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive being married or widowed and at that time they shall be adjusted at any of their top three choices against available vacant posts.
- l. Employees taken in a cadre through direct recruitment, promotion and repatriation will be posted as per availability of stations.
- m. On administrative ground, the department can post any employee at any place.
- n. A committee headed by the Deputy Commissioner and comprising of CMO and District Officer of the concerned Department, may recommend deputation/temporary transfer of any employee after the transfer drive, on the basis of genuine and compelling reasons. A web portal should be provided for taking online applications from the employees for this purpose. The Committee will scrutinize such cases and send their recommendations to the Govt. which will be dealt under relaxation clause of the Transfer Policy.

5. Merit criteria for allotment of posts:

- (i) Merit for allotment of vacant post to an employee shall be based on the total composite score of points earned by the employee, out of 80 points/marks as described below. The employee earning highest points shall be entitled to be transferred against a particular vacancy. In case two or more employees score same points then employee who is senior in age (in number of days) on 1st January of calendar year of transfer will be given preference. If age (in number of days) is also same then employee who is senior in service will be given preference.
- (ii) Age will be a factor for deciding the claim of the employees against a vacancy and it will have weight-age of 40 points, out of total 80 points.

(iii) A privilege of maximum 40 points can be availed by the employees of special categories.

(A) **Age:** The first set of merit points/marks will be the age of the government employee concerned as enumerated below:-

S. No.	Major Factor	Sub-Factor	Max. Points	Criteria for calculation (points earned)
1	Age (in years) as on 1st January of the calendar year of transfer	Eldest person shall get maximum points	40	10 points, if Age is less than 30 years. 20 points, if Age is greater than or equal to 30 years but less than 40 years. 30 points, if Age is greater than or equal to 40 years but less than 50 years. 40 points, if Age is greater than or equal to 50 years.

(B) **Special Category:** The second set of merit points (subject to a maximum of 40 points/marks) will come from the special category enumerated hereinafter:-

S. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1	Gender	Female	10	10 Points shall be given to female employee.
2	Special category female employees	Widow/divorced/separated/unmarried female employee more than 40 years of age/wife of serving Military personal/ Paramilitary personal working outside the State.	10	Female employee of this category shall be given 10 marks/points only. These points shall be in addition to the points given at Sr. No. 1 above.
3	Special category male employee	Widower who has not re-married and has one or more minor children and/ or unmarried daughter(s)	10	Eligible widowers shall be given 10 points only.
4	Differently abled employee	Vision	30	40% to 60 % disability = 10 Marks. Above 60% to 80 % = 20 Marks Above 80% = 30 Marks
		Locomotor	30	
		Deaf & Dumb	30	
5	Diseases of "Debilitating Disorders"	Self	25	Valid certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh or Duly constituted Medical Board only.
		Spouse/unmarried Child(ren)/Parent(s)	25	
6	Differently abled or mentally challenged Children	Men/Women employees having Mentally challenged or 100% differently abled child(ren)	25	Men/Women employees having mentally challenged or 100% differently abled children shall be provided maximum 25 points.

S. No.	Major Factor	Sub-Factor	Max. Points	Explanation
7	Couple case	Male/Female/Spouse	20	Employee's spouse working in any Department/Board/Corporation under any State Govt. or Govt. of India.
8	Academic Qualification of child/children of the employee(s)	If any child is expected to be promoted to class 9th, 10th, 11th & 12th in the calendar year of online transfer drive.	10 marks for each child	Benefit will be given upto 2 children only.
9	Negative Performance	Employees awarded/imposed punishment/penalty under Rule-7 and/or 8 of Haryana Civil Services (Punishment & Appeal) Rules, 2016 (4A & 4B) during last four years counted from the last date of submission of application for the online transfer drive.		Deduction of points
				Under Rule 7 Under Rule 8
				10 points/marks will be deducted for each major penalty imposed during last 4 years 5 points/marks will be deducted for each minor penalty imposed during last 4 years

- i. Only diseases notified by the department shall be considered for merit points under the category of "Diseases of Debilitating Disorder".
- ii. If husband and wife, both are working with government, the benefit of 20 points under Sr. No. 7 above can be claimed by only one of them. The partner claiming benefit of this category will have to submit an affidavit that his/her spouse has not claimed the benefit of this category. The affidavit is to be uploaded on the portal before submission of options.
- iii. Employees suffering from 100% vision loss; or having 100% locomotor disability; or currently suffering from cancer; or having undergone by-pass surgery; or kidney transplant; or currently undergoing dialysis shall be assigned 80 points (40 for age factor and 40 for special points factor) if they are willing to participate in a transfer drive for which their willingness/consent will be sought before the start of transfer drive. If they give their consent to participate in transfer drive then their present post will be treated as vacant post during the transfer drive. Otherwise, they shall not be transferred, if they are not willing to participate in transfer drive. However, the certificate of cancer should not be more than one year old on the last date of submission of application of online transfer drive. Further, there will not be any bar to opt any district for these categories of employees.

6. Power of relaxation

- (i) Notwithstanding anything contained in the policy, the Administrative Secretary, of the department with the prior approval of the Hon'ble Chief Minister, Haryana, can transfer any employee to any place in relaxation of any or all of the above provisions in public interest and administrative exigencies.
- (ii) If any employee is aggrieved by the transfer order, after joining at the transferred place, he can submit his/her grievance to the committee consisting of the officers constituted by the Government, within 15 days. The committee will examine the grievance of the employee and recommend his opinion to the competent authority, upon which the competent authority will pass appropriate order with prior approval of the Chief Minister.

7. Bar against canvassing

No employee shall canvass for his case except through a representation to the Chief Electoral Officer, Haryana. Any attempt to bring extraneous influence on the due process may invite disciplinary action on such employee.

8. Clarification & Implementation:

In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Department in consultation with General Administration Department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

NOTE 1: There will be no online transfer drive in the calendar year in which General Election to Lok Sabha and/or General Election to Vidhan Sabha are scheduled. During election year the department with the approval of competent authority can transfer any employee anywhere in the State (including HQ).

ANURAG AGARWAL,
Principal Secretary to Government Haryana,
Election Department & Chief Electoral Officer, Haryana.